eRecruit Quick Step Guide for Hiring Managers

This quickstep guide is designed to provide experienced Hiring Managers a useful tool for creating job requisitions, monitoring applicant activities, and selecting applicants to fill vacant positions. This guide does not cover every action a Hiring Manager may perform. For a complete instructional tool use the eRecruit for Hiring Managers Manual.

To obtain a copy of this manual visit our website at http://www.in.gov/jobs/training&development/trainman.html

Add a New Requisition

1.	Entering a new requisition is a **ten (10)-**page process. Each page is noted by a circle (bubble) with the page number in the center at the top of each page. Click on the numbered bubbles to jump from page to page...
2.	Click the **Manager Self Service** Manager Self Service link.
3.	Click the **Recruiting Activities** Recruiting Activities link.
4.	Click the **Job Requisitions/Postings** Job Requisitions/Postings link.
5.	Click the **Job Requisitions** Job Requisitions link.
6.	Click the **Add a New Job Requisition** Add a New Job Requisition button. **Note:** Existing Job Requisitions may be reviewed by clicking on the posting number.
7.	Click the **Template Name** list.
8.	Select State of Indiana from the list. State of Indiana
9.	Click the **Continue** Continue button.
10.	**Page # 1** displays information about the vacant position. Click in the **Position Number** field.
11.	Enter the vacant position number into the **Position Number** field and press **[Tab]**.
12.	Click the **Reason** list.
13.	Select a value from the list. Enter Job/Position Vacated. Job/Position Vacated
14.	Click the **Add Name of Person Being Replaced** Add Name of Person Being Replaced button. (This step is optional). Click in the **Person being replaced** field. Enter the desired information into the **Person being replaced** field. Be sure to type the name using the PeopleSoft format: last name,first name. Press **[Tab]**. Click the **Next** Next button
15.	**Page # 2** contains authorization information. Click in the **Authorized By** field and enter your agency's authorizer into the **Authorized By** field.
16.	Click in the **Recruiter** field and enter the your agency's Recruiter.
17.	Click the **Next** Next button.
18.	**Page # 3** allows you to edit/add information concerning the minimum qualifications of the position. Review items selected on this page. **Important:** Do not make items on this page mandatory.
19.	Click the **Next** Next button.
20.	**Page # 4** allows you to add/edit the desired competencies for the position. **Leave the Desired Competencies page for the Recruiter**. Click the **Next** Next button.
21.	**Page # 5** allows you to add/edit information on how the position will appear to the applicants. Enter the working title of the position into the **Posting Title** field.
22.	Click the **Add a New Posting Description** Add a New Posting Description button.

23.	Click the ***Description Type** list.
24.	Select Quals from the list. The minimum qualifications will be self-populated in the description field. Quals
25.	Click the **OK** button.
26.	Click the **Add a New Posting Description** button.
27.	Click the ***Description Type** list.
28.	Select Job Desc from the list. Job Desc
29.	Enter the desired information into the **Description** field.
30.	Click the **Add a New Posting Description** button.
31.	Select EEO from the list. EEO
32.	Click the **Description ID** list, select SOI EEO Statement from the list, and Click the **OK** button.
33.	Click the **Visible** list for the Quals Description Type and select the appropriate value. **Note: External Only** will display the requisition to External Applicants exclusively. **Internal Only** will display the requisition to Internal Applicants exclusively. Selecting **Internal and External** will display the posting to all Applicants.
34.	Click the **Visible** list for the Job Desc Description Type and select the appropriate value from the list.
35.	Click the **Visible** list for the EEO Description Type and select the appropriate value from the list.
36.	Click the **Preview Entire Posting** button.
37.	Click the **Return (Esc)** button.
38.	Click the **Next** button.
39.	**Page # 6** allows you to add/edit information concerning how and when your position will post to the job bank. Click the **Add New Posting Destination** button.
40.	Click the ***Posting Type** list. You will always select External or Internal Posting only. If you desire to have your posting depicted with a flame, contact your agency Recruiter.
41.	Click the **Posting Medium** list. The posting medium will always be Internet.
42.	Highlight the value in the Required Open Date field and press the **Delete** key to remove the value. Click the **Relative Open Date** list and select the appropriate entry.
43.	Click in the **Posting Duration (Days)** field. Enter the number of days the posting should appear on the Job Bank into the **Posting Duration (Days)** field
44.	Click the **OK** button. Click the **Add New Posting Destination** button. Repeat steps 39 through 44 to add an additional posting destination (External or Internal posting).
45.	Click the **OK** button. Click the **Next** button.
46.	**Page # 7** allows you to add the **Education and Experience** required for the position. **Leave this page for your agency Recruiter to complete.** Click the **Next** button.
47.	**Page # 8** allows you to add Screening Questions to your Job Requisition. **Leave this page for your agency recruiter to complete**. Click the **Next** button.

48.	**Page # 9** is a complete review of the job requisition you just created. Selecting any of the blue hyperlinks will return you to that page of the requisition. Scroll to the bottom of the page. Click the **Next** Next button.
49.	**Page # 10** allows you to submit your requisition for approval. Click the **Submit for Approval** Submit for Approval button.
50.	Click the **OK** OK button. Congratulations! You have successfully entered a new job requisition. **End of Procedure**

Review Requisition Status

1.	Click the **Manager Self Service** Manager Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Job Requisitions/Postings** Job Requisitions/Postings link.
4.	Click the **Review Requisition Status** Review Requisition Status link.
5.	Enter the requisition number into the **Job Requisition** field.
6.	Click the **Search (Alt+1)** Search button.
7.	The Job Requisition Status History allows the user to see how many applicants have applied for the position, number of applicants screened, number of applicants routed to the manager for consideration, and status of the requisition. **End of Procedure.**

Maintain Requisition Activity

1.	Click the **Recruiting Activities** Recruiting Activities link.
2.	Click the **Recruiting Activities Home** Recruiting Activities Home link.
3.	Click the **Maintain Requisition Activity** Maintain Requisition Activity link.
4.	Select a requisition to view.
5.	Use this page to view the status of applicants tied to a requisition. Routing, interview and offer information is also provided. **End of Procedure**

Select Applicant for Interview

1.	Click the **Manager Self Service** Manager Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Recruiting Activities Home** Recruiting Activities Home link.
4.	Click the **Select Applicants for Interview** Select Applicants for Interview link.
5.	Click the **Select Applicants** Select Applicants link to view all candidates routed from the recruiter.
6.	Click the **Applicant ID Link** Joe Shmoe link. The Hiring Manager can review information about the applicant from this page. When complete, click the **Return** Return link.
7.	Click the **Yes** Yes link in the Concurrent Application column to view other requisitions for which the applicant has submitted their application. When complete, click the **Return to List of Applicants** Return to List of Applicants link.

8.	Click the **Response** list to note if the candidate should be interviewed.
9.	Click the **Save** Save button and then click the **OK** button. **End of Procedure**

Schedule Interview

1.	Click the **Manager Self Service** Manager Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Recruiting Activities Home** Recruiting Activities Home link.
4.	Click the **Schedule Interview** Schedule Interview link.
5.	Click the **Schedule Interview** Schedule Interview link for the appropriate requisition.
6.	Click in the **Interview Date** field and enter the date of the interview into the **Interview Date** field.
7.	Click in the **Interview Start Time** field and enter the start time into the field.
8.	Enter the end time for the interview into the **Interview End Time** field.
9.	Select the correct **Interview Level**. Inhouse1
10.	Click in the **Location** field and enter the appropriate location.
11.	Click the **Notify Interview Team** Notify Interview Team option.
12.	**Repeat steps 6 through 11 for each applicant**.
13.	Click the **Save** Save button.
14.	Click the **OK** OK button. **End of Procedure**

Create Interview Evaluation

1.	Click the **Manager Self Service** Manager Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Recruiting Activities Home** Recruiting Activities Home link.
4.	Click the **Create Interview Evaluations** Create Interview Evaluations link.
5.	Click on the applicant's name. Hiring Managers will be required to complete an interview evaluation on each candidate they interview. Each candidate will be evaluated on the ten core performance standards **(Communication Skills, Education & Training, Work Experience, Technical Skills, Teamwork/Leadership, Initiative, Customer Service, Planning & Organizing, Judgment, and an Overall Rating**). Candidates are rated Excellent, Average, or Unsatisfactory for each core standard. Comments can be entered for each core performance standard and a final comments field is available at the bottom of the page to enter any additional information.
6.	Select the appropriate rating for each **Core Standard**. Insert any comments desired.
7.	Select an **overall rating** for the candidate.
8.	Select the appropriate action i.e., **20 (Make Offer), 30 (Interview Further), 100 (Hold), 110 (Reject).**

9.	Enter any general comments into the **Comments** field
10.	When the evaluation is complete, click the **Submit Form** Submit Form option to route the evaluation to the hiring manager and/or recruiter. **Note:** The evaluation may be saved and modified at a later date prior to submission if desired.
11.	Click the **Save** Save button.
12.	Click the **OK** OK button.
13.	Congratulations! You have successfully entered an Interview Evaluation. **End of Procedure.**

View Interview Evaluation Summary

1.	Click the **Manager Self Service** Manager Self Service link.
2.	Click the **Recruiting Activities** Recruiting Activities link.
3.	Click the **Recruiting Activities Home** Recruiting Activities Home link.
4.	Click the **View Interview Evaluation Summary** View Interview Evaluation Summary link.
5.	Click the **Select Applicants** View Summary link.
6.	Click the **Evaluation Summary** Evaluation link.
7.	When finished, click the **Return to Interview Evaluation Summary** Return to Interview Evaluation Summary link.
8.	When you are ready to select the candidate you would like to hire, click the Recommendation field and select option code **20 - Make an Offer**. The Recruiter will be responsible for drafting the offer letter and contacting the applicant via telephone. When finished, click the **Return to List of Requisitions** Return to List of Requisitions link.
9.	Click the **Recruiting Activities Home** Recruiting Activities Home link. **End of Procedure.**